



Job Opening

Our Mission: to improve the community by providing employment, education, training and support services tailored to individual needs.

Our Values: Success – Collaboration – People – Positivity

Position:	Life Guides Program Specialist
Location:	Kalamazoo, MI 49001
Wage:	DOE + Benefits: Medical, Dental, Vision, Life Insurance, PTO, 403(b)
Classification:	Full-time Staff
Number of Openings:	1
Hours:	40 hours per week
Submit Applications To:	nmurton@goodwillswmi.org

Job Duties include but are not limited to:

This position provides support to the Life Guides staff and families. The person in this position should incorporate the Goodwill Core Values of People, Positivity, Collaboration and Success into all work.

- Plan multiple meetings per month including purchasing materials, scheduling locations, set-up, tear-down, etc.
- Plan and facilitate children's activities for Life Guide families including development of monthly activity curriculum
- Responsible for identifying, scheduling, and monitoring of child care helpers at meetings.
- Record keeping and data entry for Mission Services and Life Guides
- Assist Life Guides with case management, financial expenditure decisions, resource attainment, and program planning
- Routinely gather and log education benchmark information such as report cards, test scores, etc. and other duties as assigned

Qualifications include but are not limited to:

- Ability to be creative
- Demonstrated ability to work as a team member
- Competency in Microsoft Office (Word, Excel, and Outlook)
- Experience working in social work or similar environment preferred
- Experience working with children preferred
- Experience in public relations and/or event planning preferred

Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.